

SAN DIEGO SUPERIOR COURT SMALL CLAIMS WORKSHEET

DIRECTIONS: (1) Please PRINT name and address of all parties in space provided. If the parties to the action include a business, please read SC Info Sheet # 1 on "How to designate the Defendant". (2) Answer questions 1-10 on this form. (3) Read items 11 & 12. (4) Sign on the line marked "signature of plaintiff" (each plaintiff must sign). (5) Take this worksheet to the counter where the clerk will prepare your claim. If you mail this worksheet to the court, please mail a self-addressed stamped envelope so that we may return your documents.

PARTIES

PLAINTIFF # 1 Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____	DEFENDANT # 1 Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____
PLAINTIFF # 2 Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____	DEFENDANT # 2 Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____
Additional PLAINTIFF Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____	Additional DEFENDANT Name: _____ AKA/DBA/Title: _____ Address: _____ _____ Authorized Agent: _____ Phone : () _____

PLAINTIFF'S CLAIM

1. a. ☐ Defendant owes me the sum of \$ _____, not including court costs, because *(describe claim and date)*:
On/in *(date)* _____

- b. ☐ I have had an **arbitration of an attorney-client fee dispute**. *(Attach Attorney-Client Fee Dispute form (see form SC-101/SDSC SC-2).)*
2. ☐ This claim is against a government agency, and I filed a claim with the agency. My claim was denied by the agency, or the agency did not act on my claim before the legal deadline. *(See form SC-150/SDSC SC-17).)*
3. a. ☐ I have asked defendant to pay this money, but it has not been paid.
b. ☐ I have NOT asked defendant to pay this money because *(explain)*:
4. This court is the proper court for the trial because _____. *(On the line at the left, insert one of the letters from the list called "Venue Table" on the back of this sheet. If you select D, E, or F, specify additional facts in this space.)*

5. I ☐ have ☐ have not filed more than one other small claims action anywhere in California during this calendar year in which the amount demanded is more than \$2,500.

6. The plaintiff is ☐ is not ☐ a business owned by an individual. {an individual "doing business as (dba)} (If yes, attach form SC-103/SDSC SC-3 stating your fictitious business statement number and its date of expiration)
7. I ☐ have ☐ have not filed more than 12 small claims, including this claim, during the previous 12 months.
NOTE: All dbas must be included when computing the number of claims filed during the previous 12 months.
8. No defendant is in the military service ☐ except (name):
9. Please check one of the boxes below to indicate how you wish the defendant to be served:

- ☐ Sheriff Service
☐ Certified mail
☐ Private process server
☐ A private party

10. I am NOT available for trial on the following days or times:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

☐ morning ☐ afternoon ☐ evening

on the following date(s) _____.

11. I understand that

- I may talk to an attorney about this claim, but I cannot be represented by an attorney at the trial in the small claims court.
- I must appear at the time and place of trial and bring all witnesses, books, receipts, and other papers or things to prove my case.
- I have no right of appeal on my claim**, but I may appeal a claim filed by the defendant in this case.
- If I cannot afford to pay the fees for filing or service by a sheriff, marshal, or constable, I may ask that the fees be waived.
- If I do not serve the defendant (s) by the trial date and do not reset the matter on or before that date, my case will be dismissed. (See Small Claims Information Sheet #3, "Notice of Court's Motion to Dismiss").

12. **I have received and read the information sheet SC-150/SDSC SC-17 explaining some important rights of plaintiffs in the small claims court. I also understand that there is a Small Claims Legal Advisor available to answer questions about the small claims court.**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

.....

(TYPE OR PRINT NAME)

(SIGNATURE OF PLAINTIFF)

VENUE TABLE

The plaintiff must file the claim in the proper court and geographical area. This rule is called venue. Below are possible reasons for filing the claim in this court. If you are the plaintiff, insert the proper letter from the list below in item 4 on the other side of this sheet and *specify additional facts* for D, E, or F. This court is the proper court for the trial for this case because

A. a defendant lives in this judicial district or a defendant corporation or unincorporated association has its principal place of business in this judicial district.

B. a person was injured or personal property was damaged in this judicial district.

C. a defendant signed or entered into a contract in this judicial district, a defendant lived in this judicial district when the contract was entered into, a contract or obligation was to be performed in this judicial district, or, if the defendant was a corporation the contract was breached in this judicial district.

D. the claim is on a retail installment account or contract subject to Civil Code section 1812.10. (*Specify facts on the other side of this sheet.*)

E. the claim is on a vehicle finance sale subject to Civil Code section 2984.4. (*Specify facts on the other side of this sheet.*)

F. other. (*Specify facts on the other side of this sheet*)